



POSITION DESCRIPTION

19 Aug 2016

Library Aide

FLSA Status: Non Exempt
Classification: Occupational
Salary Grade/Band:

Reports to: Duchesne County Librarian

Revised: _____

Human Resources Initials: _____

POSITION PROFILE

Under general supervision of the Duchesne County Librarian or Branch Manager, performs a variety of duties in the library and its program. Such duties include clerical, event programming, technology use, materials processing and organization, and general information, customer service, and assistance to patrons at the circulation desk as well as throughout the library.

ESSENTIAL FUNCTIONS

- Performs routine clerical duties, including answering phone calls, making calls to patrons about library business, relaying messages, tracking library statistics, recording patron requests, helping manage community space calendars, and receiving, storing, and distributing supplies.
- Operates and maintains library's technology including computers, mobile devices, printers, scanners, copy machines, fax machines, book and disc repair machines, paper cutters, laminators, 3-D printers, and circulation desk equipment. Operates library catalog and circulation software, e-resources, word processing, desktop publishing, spreadsheet applications, electronic mail, information databases available to patrons, and library's social media tools. Learns to operate new technology as it is adopted by the library system and Duchesne County. Also assists patrons in using the aforementioned equipment.
- Assists patrons to locate physical materials and provides reader's advisory.
- Performs organizational and processing duties related to library resources including labeling and covering materials, cataloging materials, repairing or deselecting materials, performing inventory, keeping physical materials organized (shelf-reading), displaying materials to promote circulation, and pulling materials on hold for patrons at assigned branch as well as materials for transfer to other consortium libraries.
- Maintains physical appearance of the library and accessibility including some janitorial duties.
- Plans, executes, and assists in library programming, events, and outreach efforts including programs that occur outside of regular library hours and at off-library sites requiring some travel.
- Attends staff meetings, county trainings, library trainings, and completes other training online as assigned by the county or the library system.
- Performs customer service for library patrons and maintains respect, positivity, and politeness for all patrons, co-workers, supervisors, and other county departments.
- Is willing to work on weekends.
- Maintains confidentiality of library records including patron identifiable information and circulation history.
- Performs work with attention to detail, professionalism, and timeliness.
- Follows established policies and procedures of Duchesne County and the library system.
- Performs other duties as assigned by the Library Director and Branch Manager.

EDUCATION AND EXPERIENCE

- Exposure to basic library procedures, clerical work and computer utilization is desired.

OTHER REQUIREMENTS

Must be able to successfully pass a criminal background investigation and drug test.

SKILLS/ABILITIES

- Must be able to write and communicate effectively in English, respond to inquiries, and read and interpret documents such as policies, procedures, and regulations.
- Ability to apply common sense, problem solving, and initiative to carry out tasks or deal with situations when a supervisor is not present.

PHYSICAL REQUIREMENTS

- An employee is regularly required to stand, sit, use hands, climb, and stoop.
- Occasionally is required to move up to 50 pounds or more with assistance.
- Vision abilities require close and distance vision.

HAZARDS

- There are no significant harmful hazards present for this position.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated.
- The noise level is usually moderate; louder during library events.

ADA STATEMENT

Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.